



TOURISM, ARTS AND HERITAGE CABINET

STEVEN L. BESHEAR
GOVERNOR

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LINDY CASEBIER
DEPUTY SECRETARY

MATT SAWYERS
DEPUTY SECRETARY

MARCHETA SPARROW
SECRETARY

August 25, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Plans for all Tourism, Arts and Heritage Cabinet Agencies for the September 3, 2010 mandated shut-down date

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the **Tourism, Arts and Heritage Cabinet's** proposed furlough exceptions implementation plan for the following agencies, **Kentucky Artisan Center at Berea, The Kentucky Department of Parks, The Kentucky Department of Fish and Wildlife Resources, The Kentucky Horse Park, The Kentucky Department of Travel and Tourism, and the Kentucky State Fair Board**, for the September 3, 2010 mandated shut-down date. Within this document you will find all of the following for each specific agency:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough.

All other agencies within the Tourism, Arts and Heritage Cabinet not identified in this plan shall adhere to the mandatory shut-down on September 3, 2010.

If you have any questions regarding this material, the lead contact for the TAH Cabinet's proposed furlough plan is Tiffany N. Yeast, Human Resources Director, Tourism, Arts and Heritage Cabinet. Tiffany can be reached at 502-564-4270 ext. 353.

Sincerely,

Secretary, Marcheta Sparrow
Tourism, Arts, and Heritage Cabinet

Enclosures

Kentucky Artisan Center at Berea

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , **the Kentucky Artisan Center at Berea** has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by the **Kentucky Artisan Center at Berea** employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Victoria A. Faoro	Executive Director	50-852
Debby Giannini	Asst. Director	50-852
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days **September 3, 2010 only**

The Kentucky Artisan Center at Berea is requesting an exception to the September 3, 2010 shut-down date and requests to furlough its employees as requested below:

As a retail facility owned and operated by the State, we sell Kentucky artisan products to include arts, craft, and food. The Artisan Center also has a dining facility that serves breakfast, lunch and dinner to visitors that enter within the facility. For approximately the last three years, the Kentucky Center at Berea also serves as a mid-state rest area along I-75. The Kentucky Artisan Center Berea is a revenue generating agency that is reliant upon agency receipts for a significant portion of its budget.

The Friday of Labor Day Weekend is a very busy day for the Center with an estimated 900 people visiting and sales revenues generated in excess of \$4500. With our Center serving as the only mid-state rest area on I-75, its being closed is a hardship, particularly since this is a very popular weekend for travelers.

The Kentucky Artisan Center at Berea is requesting to furlough its employees over the course of the entire month of September, in compliance with the regulatory requirements. This is necessary due to the staffing considerations and the hourly operations of the facility. This will accomplish the need to satisfy our obligation to serve the public but also ensure that the Center has the opportunity to capture as much revenue as possible.

III. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Berea Artisan Center LETTERHEAD

August 25, 2010

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on September 8 in lieu of September 3 (mandated date). Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Debby Giannini (HR Administrator).

Sincerely,

Victoria Faoro

CC: Personnel File

Kentucky Department of Parks Furlough Plan

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , **the Kentucky Department of Parks** has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by **the Kentucky Department of Parks** employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Laurie Googe	Division Director	50
Gerry Van Der Meer	Commissioner	50-670
Steve Brooks	Deputy Commissioner	50-670
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010 only

(OPTION 1)

*The **Kentucky Department of Parks** Plan complies with the mandatory shut-down days. On these dates, all **Central** offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.*

*The Department of Parks, Central Office employees will comply with the mandatory shut down days for the following organizational units. **This includes all Central Office units and Capital Construction P9 and P11 employees. The specific Central Office units identified are as follows:***

50-670-00-00

50-670-00-02

50-670-00-06

50670-01 through 50670-10

50-670-11

50670-14

50670-15

50-670-09-97

There will be a few employees from the Divisions above that will need to work on the first required mandated shut-down day and those Divisions are listed below in Option 2)

(OPTION 2) Part 1: *The **Department of Parks** Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:*

Due to the nature of our business, a tourism destination, and due to the complex business operations of Kentucky State Parks, a complete shut down would be impractical. A complete shut down would have a direct impact on the business operations of Kentucky State Parks resulting in loss revenue. As an agency heavily reliant upon generated revenues in efforts to meet its budget mandates, a total shut down on the dates identified, which are within the "peak" season and on high volume travel days, would be detrimental. Therefore, we are requesting the following exceptions to the mandatory shut down days and requesting that **All Resort Parks, Recreational Parks and Historic Sites, Organizational Units 50-670-16 and 50-670-17** will remain open and stagger employee furlough days over the entire month of September. This is necessary due to the staffing considerations and the hourly operations of the facility.

This proposed portion of our plan will impact 881 full time employees and 10 part time employees as well as approximately 850 interims. (Please note, due to the nature of our business, the number of interims will reduce significantly after the first furlough day.)

The following Divisions within the Department of Parks have employees that will be required to work in the field on September 3, 2010. Due to the first furlough day falling on the Friday of a busy holiday weekend, the Department of Parks will be extremely busy and has numerous events that will require assistance from Central Office staff. The Department of Parks also has central office employees that are temporarily assigned in the field and they will be needed to work on the September 3, 2010 furlough day. Therefore we are requesting an exception to the September 3, 2010, mandatory furlough day for various employees within in the following divisions:

50-670-07

50-670-09

50-670-00

These employees will be designated another furlough day within the first payroll period.

*Part 2: For those areas requiring an exception to the shut-down dates, the **Department of Parks Plan** proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs.*

All State Resort Parks, Recreational Parks, and Historic Sites will implement the required furlough days in the following manner:

All furloughs will be done in compliance with the regulatory requirements.

All Park Managers will be required to submit the furlough dates for each employee to the Office of Human Resources.

There will be a combination of employees requesting furlough days and assigning of furlough days. Park Managers will be staggering employees over the month of September in efforts to meet business needs. Park Managers will ensure that the furloughs incur little or no additional overtime.

The Department of Parks recognizes that there are always situations, more often than not weather related, where employees within the department of Parks respond to emergency situations. In the event of a situation that would require an employee to respond that is on a furlough day, the Park Manager shall be required to call the Regional Director as soon as possible who will then be required to notify the Commissioner and/or Deputy Director. The Commissioner will call the Cabinet Secretary promptly and inform her when this situation occurs. Based on the vast number of issues that could be deemed an emergency for the Park system, many classifications are being identified as potential classes that would respond to an emergency; maintenance, Park

Manager, Business Manager, Chef, Park Worker I, Directors, Construction Superintendents, Commissioners and Waste Water personnel.

*Part 3: The **Department of Parks** will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The Department of Parks will notify employees by providing written communication and attaching to employee paychecks or by hand delivery to employees. A copy of the sample notice is enclosed with these documents.*

III. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Parks Letterhead

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____ in lieu of _____ (September 3, 2010). Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Laurie Googe.

Sincerely,

Laurie Googe

CC: Personnel File

Kentucky Department of Fish and Wildlife Resources

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky Department of Fish and Wildlife Resources has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by the Department of Fish and Wildlife Resources employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Darin K. Moore	Director	50-660
Pat Barnard	HR Administrator	50-660
Dawn Welch	HR Management Specialist	50-660
Regina Penn	HR Management Specialist	50-660
Jon Gasset	Commissioner	50-660
Benjy Kinman	Deputy Commissioner	50-660
Hank Patton	Deputy Commissioner	50-660
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010 only

(OPTION 1) The Kentucky Department of Fish and Wildlife Resources Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory day however identified portions of the Agency shall be furloughed on the mandated shut-down days.

All employees not identified in Option 2 shall be furloughed on the mandated shut-down day. Employees have already received the furlough communication from Secretary Nikki Jackson and have received similar communication from Secretary Marcheta Sparrow. Once this plan is approved, we will again forward communication to these employees about their mandated furlough dates.

(OPTION 2)

Part 1: *The Kentucky Department of Fish and Wildlife Resources Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:*

- 1. Law Enforcement Division:** Organizational Numbers: 50-660-01-01; 50-660-01-02; 50-660-01-03; 50-660-01-04; 50-660-01-05; 50-660-01-06; 50-660-01-07; 50-660-01-08; and 50-660-01-09. (Nine Law Enforcement District Branches)

Conservation Officers and Supervisors:

- September 3 (Labor Day weekend): all individuals classified as Conservation Officers need to be available for duty based on the fact that this date is the last weekend of the summer season and one of the busiest weekends of the year for tourists on the waterways of the Commonwealth. Additionally, the fall/winter hunting season begins September 1 with the opening day of Dove season. Historically, the greatest concentration of hunting occurs on opening weekend.

Fish and Wildlife Telecommunicators: 50-660-01-10-01 (Boating and Dispatch Section)

KDFWR has seven (7) Telecommunicators employed within the Law Enforcement Division. September 3rd (Labor Day Weekend) is one of the busiest weekends that we experience and receive a very large volume of calls, as a result all Conservation Officers are on duty at various times during each day of this weekend. Traditionally, there is a tremendous number of telephone calls (calls for service) and officer radio traffic which requires us to schedule three (3) Telecommunicators on the 7:00am to 3:00pm shift and three (3) Telecommunicators on the 3:00pm to 11:00pm shift. The remaining Telecommunicator works the 11:00pm to 7:00am shift. This standard shift schedule is employed at particular times of the year, surrounding high-volume events such as opening day of various hunting seasons and holiday weekends.

2. Information & Education Division:

Animal Care Section: Organizational Numbers: 50-660-05-02-01

KDFWR will need to maintain one (1) Animal Care Section staff member to work on the September 3rd mandated shut-down furlough day. All animals must be fed and watered and their enclosures cleaned daily. If these functions are not performed, or animals on-site are not afforded the proper care, the department risks violating federal law.

3. Fisheries Division:

Minor Clark Fish Hatchery Branch: Organization Number: 50-660-04-03

Peter W. Pfeiffer Fish Hatchery Branch: Organization Number: 50-660-04-11

On the September 3rd mandatory shut-down furlough day, both department hatcheries will require at least one (1) biologist to work in order to record dissolved oxygen readings in the ponds and to respond to challenges threatening the fish's survival. At Pfeiffer Hatchery, we would require two (2) personnel (one (1) biologist and one (1) technician) to perform animal husbandry and facility management responsibilities. All personnel not taking a furlough day on this date would be required to take a furlough day on an alternative date during the respective pay periods.

4. Wildlife Division:

Non-Game Branch: Organizational Number: 50-660-06-12

On the September 3rd mandatory shut-down furlough date, the KDFWR Center for Mollusk Conservation will require no more than two (2) staff to accomplish animal husbandry and feeding requirements for the mussels.

On September 3rd, an employee has already been approved to attend a forum that will assess the effectiveness of the newly developed Range-wide Indiana Bat Protection and Enhancement Plan Guidelines. The forum will also address the deadly outbreak and spread of White-Nose Syndrome. She is scheduled to travel from 8/30-9/3, via State vehicle.

*Part 2: For those areas requiring an exception to the shut-down dates, the **Kentucky Department of Fish and Wildlife Resources** Plan proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs.*

All furloughs will be done in compliance with the regulatory requirements. For employees not listed as requiring an exception for September 3rd they will be furloughed on September 3rd as intended. Those employees having the need to work on September 3rd will instead be furloughed in accordance with the following parameters:

Employees in the Information & Education, Fisheries and Wildlife Divisions will furlough on either September 7, 2010 or September 10, 2010. This pertains to organizational structures: 50-660-04-02, 50-660-04-03, 50-660-04-11, 50-660-05-02-01, 50-660-05-03-02, and 50-660-06-12. Employees will be advised to seek direction from their first line supervisor in order to avoid any gaps in coverage. All alternative furlough dates will be in accordance to and in compliance with regulatory requirements.

Employees in the Law Enforcement Division will furlough (on a staggered schedule) on one of the following dates: **September 7, 8, 9, 10, 12, 13, & 14, 2010.** This pertains to organizational structures: 50-660-01-01, 50-660-01-02, 50-660-01-03, 50-660-01-04, 50-660-01-05, 50-660-01-06, 50-660-01-07, 50-660-01-08, 50-660-01-09, and 50-660-01-10-01. Employees will be advised to seek direction from their first line supervisor in order to avoid any gaps in coverage. All alternative furlough dates will be in accordance to and in compliance with regulatory requirements.

All employees required to furlough on one of these alternative dates will be notified via written communication at least seven (7) days prior to September 7, 2010. Employees will be notified that based on them working on September 3rd, they are required to furlough on one of the above identified dates.

Additionally, the agency acknowledges that due to the nature of our business there may be emergency situations that would require an employee to respond accordingly on a day that he/she is being furloughed. As such, the Commissioner shall be the person that shall certify the emergency situation as such and shall authorize his directors to have employees to respond accordingly. Based on the unique and special circumstances of this agency, an emergency situation could occur within a variety of our Divisions, Branches and Units, as such a number of classifications could be affected in the case of an emergency. The most likely classifications to respond in the event of an emergency would be within the Fisheries Division, Law Enforcement Division, Commissioners area, Wildlife Division, Salato Branch, and Information and Education Division (depending on the nature of the emergency and time of the year). All emergency situations that would result in employees working on a furlough day shall be communicated immediately to the Cabinet Secretary.

III. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

August 23, 2010

Name
Address
Address

RE: Notice of Furlough Dates

Dear:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that as an employee of the KDFWR **Fisheries Division** you are to be furloughed on September 7, 2010 instead of the previously scheduled September 3, 2010. Therefore, your hours will be temporarily reduced without pay on the assigned date and you should not report to work. Please record your 7.5 hours on this date as directed by Payroll.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Pat Barnard at ext 4539 or pat.barnard@ky.gov.

Sincerely,

Darin K. Moore
Appointing Authority Designee

CC: Personnel File

August 23, 2010

Name
Address
Address

RE: Notice of Furlough Dates

Dear:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that as an employee of the KDFWR **Law Enforcement Division**, you are to be furloughed on September 14, 2010 instead of the previously scheduled September 3, 2010. Therefore, your hours will be temporarily reduced without pay on the assigned date and you should not report to work. Please record your 7.5 hours on this date as directed by Payroll.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Pat Barnard at ext 4539 or pat.barnard@ky.gov.

Sincerely,

Darin K. Moore
Appointing Authority Designee

CC: Personnel File

The Kentucky Horse Park

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the **Kentucky Horse Park** has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by the **Kentucky Horse Park** employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Stephanie Gibson	Assistant Director	50-665
John Nicholson	Director	50-665
Robin Cottle	Administrative Specialist III	50-665
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010 only

(OPTION 1)

The Kentucky Horse Park's Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, except as otherwise requested below in Option 2, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

(OPTION 2)

The Kentucky Horse Park's Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following:

Due to the fact that this agency is a Tourism agency and business is dependent upon the visitation of travelers and/or meeting and events, we are requesting an exception to the mandatory shutdown day of September 3, 2010 as this day is detrimental to our potential revenues and occur on a date that is a peak day for the traveling public, schools and community groups. The Kentucky Horse Park proposes to furlough its employees on alternative dates that are more conducive to the business operation and dates that there is less travel and/or visitation. This approach allows for a staggered approach so that the facility will remain open enabling us to have minimal impact to the public. The dates that we are proposing are identified as follows:

September 2010-dates between the 3, 7th-11th

All employees will be provided with notice of the alternative plan for the mandatory shut down days. All employees have already been provided notice that they will not observe the mandated shut-down day, September 3, 2010 and that the agency is submitting an alternative plan for employee furloughs. Supervisors will have the responsibility to communicate with their staff and inform them that they will be allowed to determine a date within the designated time frames to select a date to be furloughed. Supervisors will take the employees request into consideration and assign dates in efforts to make sure there is appropriate coverage. Upon final approval of the determined dates, employees will be given written notification of their furlough dates. This process will be in accordance with the regulatory requirements and shall be a process that is fair to and for employees.

II. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.



KENTUCKY HORSE PARK

Steven L. Beshear
GOVERNOR

Marcheta Sparrow
SECRETARY

John Nicholson
EXECUTIVE DIRECTOR

August 20, 2010

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____ in lieu of September 3, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me at 859-259-4235.

Sincerely,

Stephanie Gibson
Human Resource Manager

CC: Personnel File

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The Department of Travel and Tourism Furlough Plan

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, **the Department of Travel and Tourism** has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by **The Department of Travel and Tourism** employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Mike Cooper	Commissioner	50-860
Hank Phillips	Staff Assistant	50-860
Wayne Cusick	Assistant Director	50-860- 02-02
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010 only

(OPTION 1)

The Department of Travel and Tourism's Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

The majority of the employees within the Department of Travel and Tourism within will observe furlough days on the mandated shut-down date. All employees that will be furloughed on September 3, 2010 have been provided official communication from Secretary Nikki Jackson and Secretary Marcheta Sparrow. Employees within the Department that shall not be furloughed on the mandated shut-down days have been identified in Option 2 of this document.

(OPTION 2)

Part 1: The Department of Travel and Tourism's Plan includes some portions that will not result in a complete shut-down of its operations on the mandatory days based upon the following....

Department of Travel and Tourism is requesting that Welcome Center personnel (50-860-02-02-01, 50-860-02-02-02, 50-860-02-02-03, 50-860-02-02-04, 50-860-02-02-05, 50-860-02-02-06, 50-860-02-02-07, 50-860-02-02-08) and employee within position # 50-860-01-00-00-005 (manages the 1-800 Call Center) not observe the September 3, 2010 mandated shut-down date, but each facility be allowed to take a furlough day within the September 1-15th pay period. A total of 24 employees and one contract employee (Adecco) are impacted by this exceptions request.

The Department's Welcome Centers are unique in that their primary function is to provide directions and valuable destination information about Kentucky to travelers. September 3, 2010 is a Friday, a day that we experience high visitation, and within a month that is in the "peak" season for travelers. Not being open and available to the traveling public may be a detrimental economic impact to the state and the local community as the Agency would not be able to provide information about KY to visitors. In addition, the facility being closed may result in a negative customer service experience for travelers and leave a poor first impression on new travelers which could result in complaints and other negative publicity for the state and local communities.

*Part 2: For those areas requiring an exception to the shut-down dates, the **Department of Travel and Tourism's Plan** proposes to implement the required furloughs in the following manner to recognize the mandated savings and implement the required furloughs.*

Identified employees within Option 2 Part 1 have been given an opportunity to determine an alternative day between September 3-15, 2010 to use as a furlough day. Due to the nature of their business, Welcome Centers will remain open and employees will stagger their furlough days so that the agency can insure quality customer service to travelers. Employees will be furloughed in accordance to and compliance with regulatory requirements and all employees will receive official communication about their furlough dates once this exception request has been granted.

III. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

Department of Travel and Tourism Letterhead

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____ in lieu of _____ (September 3, 2010). Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Wayne Cusick.

Sincerely,

Wayne Cusick

CC: Personnel File

Kentucky State Fair Board Furlough Plan

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the **Kentucky State Fair Board** has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by **Kentucky State Fair Board** employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Barbara Whitley	Executive Director	50-235
Paul Herberg	Division Director	50-235
Harold Workman	CEO/President	50-235
Tiffany N. Yeast	Executive Director, HR	50

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

III. APPLICATION OF SEPTEMBER 3, 2010 FURLOUGH DATE

The Kentucky State Fair Board complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, except as requested below, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

The Kentucky State Fair Board is requesting a limited exception to the shut-down as provided below:

The Fair Board manages and operates three facilities that are open 365 days per year. Staffing requirements based on scheduled shows and events do not allow for a complete shutdown of facilities on any given day. While many of the Fair Board employees will be furloughed on the mandatory date of September 3, 2010, this will not be possible for every employee. It is not possible because there are three scheduled events that have a move in, move out, or event date on September 3, 2010. Staff in building maintenance, housekeeping, grounds, administration, timekeeping, and payroll are required to work on September 3, 2010 to keep the facility running and to meet commitments and contractual obligations. All furloughs will be done in compliance with regulatory requirements, whether on September 3, 2010 or another date in September 2010.

Because we are unable to completely shut down on September 3, 2010, the Fair Board is requesting exceptions for the following organizational levels across our organization: Divisions, Branches, and Sections. The exception requested is for each organizational unit to have the flexibility to determine the most appropriate furlough day for individual employees based on the business needs of that organizational unit.

Approximately 275 full time employees and one contract worker will be impacted by furloughs. Approximately 200 of the Fair Board's employees and one contract worker will be assigned September 3, 2010 as a furlough day. These employees will receive written notice from the HR Director explaining that September 3, 2010 is a furlough day. This letter will be delivered not less than seven days in advance of September 3, 2010.

The remaining employees who are not assigned September 3, 2010 will be assigned another date determined by their supervisor in the first or second pay period of September. Supervisors have submitted listings to the Fair Board's HR Office that indicate the names and furlough dates for each employee who is not being furloughed on September 3, 2010. These employees will receive a letter that explains the furlough date assigned in lieu of the mandatory September 3, 2010 date. This letter will be delivered not less than seven days in advance of the furlough date.

III. CONTRACT WORKERS

All contract workers who are subject to a reduction of hours associated with the furlough plan will have their hours reduced in the same manner as set forth within this plan.

August 24, 2010

HAND DELIVERED

RE: Notice of Furlough Date

Dear _____:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on September _____, 2010 in lieu of September 3, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Paul Herberg, HR Director
Kentucky State Fair Board

CC: Personnel File

REQUIRED CERTIFICATIONS

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay.

M&S
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

M&S
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

M&S
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

M&S
(INITIALS)